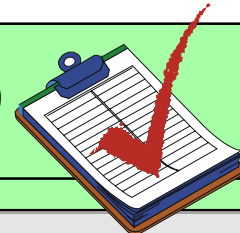


CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

Feb. 15, 2003

NEWS BRIEFS

Anderson Published

Debbie Anderson, a staff advisor for Family Leadership, Commissioner's Office, Department of Mental Health and Mental Retardation Services, recently had her work published in The Handbook of Child and Adolescent Systems of Care, The New Community Psychiatry. The chapter Anderson contributed a great deal of effort to is entitled, "Family Advocacy Development in Systems of Care".

HIPAA Make-up Session

There will be a make-up session for the HIPAA Awareness on Feb. 19, 2003, at 9 a.m., 11 a.m. and 2 p.m. in the Health Services Board Room. Registration is required to ensure a seat. Email Maranda Cummins at Maranda.Cummins@mail.state.ky. Please specify which session you would like to attend.



TIP OF THE WEEK

February is Heart Month. The heart is perhaps the most important organ in the body. Here are a few hints for a healthy heart and good blood flow. Keep your weight within 10 percent of your ideal weight. Eat less than 3 grams (1-1/2 teaspoons) of sodium a day. Eat more fish and poultry than red meat and dairy products and get regular daily exercise. If you smoke, try to quit.

CHS Energy Savings Plan: Computer Procedure

In the last issue of the CHS Checkup, several energy savings steps were discussed as part of state government's effort to be more efficient. In this issue, we're going over the procedure concerning the appropriate way to shut down and turn off computers.

Equipment running all the time increases utility costs, may reduce system lifecycle, and may be a security risk. The solution we propose will reduce utility costs by 70 percent (when compared to keeping equipment on 24x7), while maintaining support for our daily computer business operations.



The procedure indicates that you should log off the network, shut off your monitor and shut off any printers at the end of each business day. It also indicates that you should shut off your central processing unit (CPU or computer workstation) on the last day of your workweek.

Step-by-Step Instructions

At the end of each business day each CHS employee who has computer equipment assigned to them will:

➔ Log off of the network

- ✓ Move the cursor with the mouse to the Windows START button.
- ✓ Click START with the left (if you are right handed) mouse button.
- ✓ Select Shutdown.
- ✓ Select Close all programs and log on as a different user.
- ✓ Select Yes.

➔ Turn off the monitor

- ✓ Locate the monitor button and press or move it to the off position.

➔ Turn off any printers, scanners or other network equipment in your area for which you were assigned.

- ✓ Locate the on/off switch on all other equipment and switch to the off position.

At the end of each business week or the last business day before a holiday, each CHS employee who has computer equipment assigned to them will:

➔ Log off of the network, turn off the monitor, and turn off any printers, scanners or other network equipment as noted above.

➔ Turn off the CPU (computer)

- ✓ Locate the on/off switch on the central processor (CPU) and move it to the off position.

If you have questions about this procedure, contact the Division for Technology Resources.



"...promoting and safeguarding the health and wellness of all Kentuckians."

Update on Parking Lot Lights

In an effort to reduce the State's utility costs, the Finance and Administration Cabinet has been revising the timers that control the parking lot lights for state owned buildings. The intent is to have the lights on only when staff and visitors will be routinely entering and exiting the building.

At present the Human Resources Building parking lot lights are slated to come on in the morning at 6 a.m. and off at dawn. In the evening they come on at dusk and go off at 8:15 p.m. They come on again at 10:30 p.m. and off at 11:30 for GOT 2nd shift employees and the janitorial staff to enter/exit.

In the Health Services Building lot, the lights are operated by a photo cell and should come on as it gets dark and stay on until morning light. Timers are being installed to allow energy savings by reducing the hours lights are operated.

The Cabinet for Health Services has received comments regarding the lighting situation from many staff who work late. We are trying to coordinate with the other tenants in the building and Finance to try and get an extension beyond the 8:15 p.m. shut off. Until this is resolved, it is suggested that if you are exiting the building after 8:15 p.m. that you request that the guard at the front desk escort you to your car. The guards are aware of the situation and will gladly provide this service.



HIPAA HOOPS



HIPAA is an acronym used to reference the "Health Insurance Portability and Accountability Act of 1996.

Test your HIPAA knowledge...

Questions:

- 1 How do you lock your PC before leaving for break?
- 2 Why is it important to log off your PC, at the end of the day?

Answers:

- 1 At the same time press the keys "Ctrl, Alt and Delete" and a window will appear. Select "Lock Workstation". When you return enter your password to unlock.
- 2 Even at the end of the day, house cleaning crews and others may be in the area and could use your access - for which you will be held responsible!

Early Childhood Mental Health Initiative Increases Cooperation

The Governor's spending plan for the current biennium includes provisions for enhancing the early childhood development initiative, [KIDS NOW](#), to include an Early Childhood Mental Health (ECMH) component. The Department for Public Health has lead responsibility for the funding and administration for this program. An agreement concerning this program has been adopted between DPH and the Department for Mental Health and Mental Retardation Services. The

agreement allows for the transfer of program support funds to MHMR. These funds, in turn, are contracted to each Regional Board by MHMR.

The goal of the ECMH Initiative is to provide mental health consultation to early childhood programs, and assessment/therapeutic services for children age 0-5 and their families. The initiative provides funds for 14 ECMH Specialists, one for each Regional MHMR Board. Most of these positions have already been filled. A

specialist's time is devoted solely to the ECMH Initiative. As the program rolls out, it will initially focus on children in childcare and the specialists will work closely with our Healthy Start in Child Care program.

If you have any further questions about the ECMH Initiative, please contact Beth Armstrong, Division of Mental Health, 502-564-7610 or Beverly Phillips, Division of Maternal and Child Health, 502-564-2154. Both departments are very excited about this opportunity and look forward to working closely with the Boards in implementing this initiative.



The CHS Checkup is a newsletter for employees of the Kentucky Cabinet for Health Services. Please direct contributions or comments to the Office of Communications, 502-564-6786. View newsletters at the CHS website at: <http://chs.state.ky.us/> Printed with state funds.

